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|---|--|--|--|--|---------------|
| <b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>   |  | BPA NO.  | 1. CONTRACT ID CODE  | PAGE<br>1                                      | OF PAGES<br>6 |
| 2. AMENDMENT/MODIFICATION NO.<br>01   |  | 3. EFFECTIVE DATE<br>06-23-2006                              |  | 4. REQUISITION/PURCHASE REQ. NO.<br>386-06-014 |               |
| 6. ISSUED BY<br>Reg. Office of Acquisition & Assistance<br>USAID/New Delhi<br>American Embassy, Shantipath<br>Chanakyapuri, New Delhi 110 021 (India)<br>Tel: 91-11-24198796, Fax: 91-11-24198390   |  | 7. ADMINISTERED BY (If other than Item 6)<br>Same as block 6 |  | CODE   |               |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)<br><br>To all Offerors/Bidders  |  |  | (X) 9A. AMENDMENT OF SOLICITATION NO.<br>386-06-014<br>9B. DATED (SEE ITEM 11)<br>X<br>10A. MODIFICATION OF CONTRACT/ORDER NO.<br><br>10B. DATED (SEE ITEM 13) |  |               |
| CODE  |  | FACILITY CODE  |  |  |               |
| <b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>  |  |  |  |  |               |
| The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, <input checked="" type="checkbox"/> is not extended.<br>Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:<br>(a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. |  |  |  |  |               |
| 12. ACCOUNTING AND APPROPRIATION DATA (If required)   |  |  |  |  |               |
| <b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>   |  |  |  |  |               |
| (X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.  |  |  |  |  |               |
| B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).   |  |  |  |  |               |
| C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:  |  |  |  |  |               |
| OTHER (Specify type of modification and authority)  |  |  |  |  |               |
| <b>E. IMPORTANT:</b> Contractor is not, is required to sign this document and return copies to the issuing office.  |  |  |  |  |               |
| 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)   |  |  |  |  |               |
| The purpose of this Amendment is to provide additional information and clarifications to questions raised by many and to add annexure 3 "Prospective List of Parties."<br>Please see attached for Questions and Answer & additional information.  |  |  |  |  |               |
| Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.  |  |  |  |  |               |
| 15A. NAME AND TITLE OF SIGNER (Type or print)   |  | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)   |  |  |               |
|   |  | Marcus A. Johnson, Jr.<br>Regional Contrating Officer        |  |  |               |
| 15B. CONTRACTOR/OFFEROR   |  | 15C. DATE SIGNED   |  | 16B. UNITED STATES OF AMERICA                  |               |
| (Signature of person authorized to sign)  |  |  |  | 16C. DATE SIGNED                               |               |
|   |  | BY (Signature of Contracting Officer)                        |  |  |               |

**(Annexure # 3)**

**Questions raised by various offerors /Interested Parties and USAID Response  
RFQ 386-06-014**

1) Ques: On page 9 it states the government will reimburse the cost of travel. Do we have to include travel costs in our financial proposal, or will travel be calculated over and above the contract award price?

Ans: Please Refer to A.6 TRAVEL on page 10 of the BPA RFQ. Government will reimburse Travel expenses at actuals. All other direct costs and indirect costs stand separately. The travel cost will be reimbursed at actuals and are included in the Contract estimate of \$500,000.00

2) Ques: How many trips for this contract are expected?

Ans: Cannot be ascertained at this time.

3) Ques: Will only one person/company be awarded a contract under this solicitation, or will multiple bidders be awarded contracts? If this solicitation will award multiple contracts, how many are expected?

Evaluation criteria states that “The Government will award a contract resulting from this solicitation to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered using the Best Value/Trade-off method of evaluation.” Will the Government select ONLY ONE Offeror for all the contracts? Or will the Government contract with more than one Offeror and will ask them to compete for each BPA?

Will there be a single or multiple BPA awards?

Ans: Not determined yet, BPA's are normally awarded to more than one awardee.

4) Ques: Who is expected to be involved in the focus groups/ how many people are expected as described in Proposed Service Area A.1)?

Ans: USAID teams, Government and Non Government partners both at center and state level. The number of Focus Groups meetings can not be ascertained at this time. There are three scenarios (1) Small focus group meet expected number of participants below 20 Medium focus group meets involving state and centre government and NGO partners expected number of participants 80 and large focus group meet or retreats number of participant's expected 150.

5) Ques: How many senior and middle level staff will be required for the duration of this contract? Please provide a breakdown of how many will be required by you for each segment of this contract?

Ans: Depending on the nature of the specific assignment, Contractor will be asked to propose the staff composition. The Contractor however is required to propose upfront the number of senior and middle level staff they have with their qualifications for the duration of the contract under the areas in scope.

6) Ques: Will the cost of providing speakers for meetings, conferences, round tables, and retreats be covered by the USAID independently of the budget of this contract award, or will the responsibility of these costs fall on the successful bidder?

Ans: All costs are inclusive and shall be successful bidders responsibility.

7) Ques: How many evaluations, assessments, reviews, studies, reports, and workshops are anticipated during the contract period?

Ans: Cannot be ascertained at this time, Contractor should be prepared to undertake any number of evaluations, assessments, reviews, studies etc as and when required by USAID.

8) Ques: Are there any prohibitions to using Indian nationals to assist with the work efforts?

Ans: No.

9) Ques: Will there be requirements to work on site at the Embassy?

Ans: No. Not anticipated. Government Funded Property shall not be provided to the Contractor. Contractor shall be liable for all logistical support.

10) Ques: Are there US security clearance requirements?

Ans: No.

11) Ques: Will the winning contractor(s) be required to have local office facility in New Delhi?

Ans: Yes.

12) Ques: Is there a particular format in which you would like our quote given?

Ans: Please refer to page 19 COST please provide the cost budget in required format only.

13) Ques: Also, please clarify the meaning of this statement on page 19: "Offerors may add more than two individual and state their rates."?

On page 18 (Annexure #2) under COST, "Number of staff/professional and rates", we can quote daily rates for level I, II, and III professionals but we are not clear on the number of professionals that will be needed without knowing the task order, OR, Are you asking for the number of staff that we have in-house at present?

Ans: Depending on the offerors technical proposal, offeror may choose to provide more than two individuals and state their own rates.

14) Ques: Could you please send me a list of any interested companies or will you be opening an interested vendor list for the solicitation?

I am wondering where I can see the list of interested parties registered to receive subject solicitation documents. Please let me know if it is not of a confidential nature?

We would however request you to let us know whether we can bid in association/consortium with other interested parties- domestic and international on this?

Ans: Appended herewith is Annexure 3 "List of Interested Parties" which is also posted at our mission web site [www.usaid.gov/in](http://www.usaid.gov/in)

15) Ques: Do you envisage the contractor to provide USAID a dedicated team of professionals who would work on full time basis to provide the envisaged support services? If so then how many of such professionals do you think would be optimum?

Ans: No USAID does not require dedicated professional for this entire contract. However for each Task/order requirement a dedicated team of professionals is anticipated on need basis.

16) Ques: From point IV of pages 16, 17 and 18 of the Performance Work Statement (PMS), we understand that the the contractor would need to provide an array of services on a regular basis as well as certain specialist services as and when required. Providing the specialist services would be context/project driven and it would be difficult for the bidders to name the professionals/experts or the agencies (sub-contractors) that would be the most qualified to provide such services. In this case, would we be required to name such experts/agencies from beforehand, or can this be done as and when USAID would require the services of such experts?

Ans: Names of experts/agencies is not required at the time of order. However a data base of such professionals/agencies on board or available with the offeror is

required as stated on page 18 Please refer to A.13 MANAGEMENT CONTROL on page 13 The BPA holder shall provide to the Contracting Officer a list of all teaming partners or sub contractors within 45 days after order award.

17) Ques: For the regular services to be provided under this assignment, would the contractor need to place its team in the USAID office or could such services be provided out of the contractor's own offices? What would the co-ordination mechanism between USAID and the contractor then be?

Ans: This requirement does not envisage placement of contractor personnel in USAID offices. USAID will hold the Prime Contractor responsible and accountable for all the subsequent Orders under this BPA.

18) Ques: Page 11 of the document mentions that, "The total estimated value of each Order resulting from this BPA will not exceed \$100,000.00 per year and not more than \$500,000.00 over the maximum five year period, if all options are exercised." Does the annual budgetary limit cover the professional fees that will be payable to the full time team members (if any) + other expenses (viz. travel, boarding and lodging, office expenses, etc.) as well as the professional fees + expenses payable to different experts whose services may be required from time to time to provide specialist services; or does the budgetary limit cover only the professional fees and expenses payable to the BPA's team of full time professionals who would work closely with USAID to perform the envisaged services with the fees and expenses payable to the external/additional experts being over and above the budgetary limit of \$ 100,000.00 per year?

The limit for BPA is \$ 100,000 (RFQ page 11) – will it be a single contract with a limit of this amount during one year? Also, will there be one BPA contract each year or there could be several contracts each year?

We understand that the contract amount shall not exceed \$100, 00.00 during the contract and \$500,000.00 if the options periods are exercised, which is four years. Therefore \$100,000.00 per year. Is that right?

Ans: The annual budget limit is \$100,000.00 is all inclusive.

19)Ques: What would the terms of payment to the contractor be (i.e. would it be a fixed monthly rate payable at the end of every month or will it be as per specific tasks undertaken by the contractor as and when required to do so; or will it be a combination of both? How will the frequency of payments get decided?)

Ans: It will be dependant on the Order and type of assignment  
It will not be “fixed monthly rate payable” type and also the frequency can not be determined at this time.

20)Ques: What is the difference between this BPA and IQC projects?

Ans: Please see FAR 13.303 for BPA and FAR 16.504 for IQC's.

21) Ques: Must the contractor have office in Delhi, India before contract is awarded?

Ans: Not a precondition to award. However it is preferred.

22) Ques: Can we submit the RFQ through email?

Ans: Yes

23)Ques: On page 6 under ADMINISTRATIVE DATA? Are we suppose to fill out that page with the RFQ?

Ans: NO

24)Ques: Kindly clarify whether this RFQ is an RFP.

Ans: This is a Request for Quotation (RFQ).

25)Ques: The Blanket Purchase Agreement (BPA) proposed under this RFQ – is it under MOBIS or any other US Contracting Mechanism?

Ans: No.

26)Ques: Who are eligible to bid? - Only a US Incorporated Offeror OR only an Indian Offeror OR a partnership of US and Indian Offeror?

Ans: In general U.S. firms as well as Indian ones are eligible.

27)Ques: The technical submission evaluation – will it be only on the evaluation criteria of Institutional Capacity and Past Performance?

Ans: Technical evaluation will be as per evaluation criteria on Annexure #2 TECHNICAL CRITERIA.

28)Ques: As stated in the Standard form 18, Point 10(top sheet of the RFQ) this is a request for information. If the Offeror is unable to quote, he is requested to state so on form 18. Does it mean that cost proposals (as required by page 18 and 19) will not be evaluated?

Ans: You have got it wrong. Government is seeking Quotations (including cost), however your "Quotes" are not "offers". The cost proposal submitted will be evaluated as per evaluation criteria at Annexure #2 COST.

29)Ques: Is the offer required to be submitted ONLY in hard copy or can the Offeror submit it by e-mail?

Ans: e-mail is acceptable.

## **Prospective List of Parties**

### **1. Development Alternatives**

B-32, Tara Crescent, Qutab Institutional Area

New Delhi-110 016

Tel: 26132718

Mr. George Varughese and Mr.K.K.Updadhay

Email: [KKUpadhyay@devalt.org](mailto:KKUpadhyay@devalt.org); [gcv@sdalt.ernet.in](mailto:gcv@sdalt.ernet.in)

### **2. Pricewaterhouse Coopers**

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Director

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### **3. Deloitte Touché Tohmatsu India private limited**

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New Delhi-110 025

Mr. Rajat Banerjee

Director

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### **4. ICRA**

Kailash Building, 4<sup>th</sup> Floor

26, Kasturba Gandhi Marg,

New Delhi- 110 001

Tel: 2335 7940-50

Mr. Dhruba Purkayastha

General Manager

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### **5. IPE Consultants**

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Mr. Aswajit singh

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Mr. Rajan Chhiba

Managing Director

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JPS Associates

R-16, Hauz Khas Enclave

E mail: [jpsdelhi@del3.vsnl.net.in](mailto:jpsdelhi@del3.vsnl.net.in)

11. Accenture Services Pvt. Ltd.

6th Floor, DLF Centre

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